## MPH Internship – General Timeline

**All documents related to the MPH Internship course MUST be submitted online in InternTrack at [http://www.soph.uab.edu/interntrackv3/](http://www.soph.uab.edu/interntrackv3/)**

### TIMELINE

<table>
<thead>
<tr>
<th>Prior to completing the Internship Description and Agreement ~2-3 months prior to start of internship</th>
<th><strong>Search for and secure an internship opportunity.</strong> Students can apply to internships coordinated through the school or they can identify their own opportunity. Opportunities coordinated through the school can be found in the “Get a Handle” student newsletter and on HireABlazer (<a href="https://www.uab.edu/students/cpd/hire-a-blazer">https://www.uab.edu/students/cpd/hire-a-blazer</a>).</th>
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</thead>
<tbody>
<tr>
<td>ASAP after securing your internship position</td>
<td><strong>Determine who will serve as your preceptor (site supervisor) at your site.</strong> If they have not already, they will need to complete the Preceptor Registration form at (<a href="https://www.soph.uab.edu/interntrackv3/user/register">https://www.soph.uab.edu/interntrackv3/user/register</a>). Completion of this form will allow your preceptor to be assigned a username and password for InternTrack so they can access the system and approve your Internship Description and Agreement. <strong>Please contact <a href="mailto:ophp@uab.edu">ophp@uab.edu</a> to determine if your preceptor has already registered. If your preceptor has a UAB Blazer ID, they do not need to complete this form.</strong></td>
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<tr>
<td>ASAP after securing your internship position</td>
<td><strong>Complete the Internship Description and Agreement (ID&amp;A) form.</strong> <em>This form must be electronically approved by your internship preceptor and SOPH faculty advisor before the hold can be lifted from the internship course.</em> If you do not see your faculty advisor listed in InternTrack, please contact <a href="mailto:ophp@uab.edu">ophp@uab.edu</a>. <strong>MUST be completed before you can register and begin your internship.</strong></td>
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<tr>
<td>Prior to the first day of class</td>
<td><strong>Ensure ID&amp;A form has been approved so hold can be lifted from the internship course by your program coordinator (this will not be available until signatures for your Internship Description and Agreement are on file from your Faculty Advisor and Preceptor).</strong></td>
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<tr>
<td>Last day for open registration</td>
<td><strong>Register for the appropriate internship course for 3 credit hours.</strong></td>
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| First day of classes for the semester | **First day of classes for the semester**
You cannot start your internship prior to this date and you must be registered for the 3-credit internship course under your faculty advisor before starting. |
| Halfway through your internship (approx. 90 hours) | **Initiate a Midpoint Meeting** with your faculty advisor and site supervisor half way through your internship
- Complete the **Student Midpoint Meeting form** on InternTrack
- Request that your site supervisor complete the online **midpoint evaluation** on InternTrack
- **Meet and discuss these forms with your faculty advisor and internship site supervisor** (Note: If you are not doing your internship locally, discussing over the phone or via email is acceptable)
- Verify that your site supervisor and faculty adviser have confirmed that you have met. |
| Last week of term | **Attend the Internship Poster Session**
If you are unable to attend, review the information on the alternative Poster Session in InternTrack. All alternative Poster Session requests must be received at least 2 weeks prior to the poster session. |
| Last day of classes | **Last day of classes for the semester – all hours must be completed.** |
| Complete by the internship poster session | **Complete all final products** and submit in InternTrack:
- A **paper** that addresses the objectives, activities, and competencies of the internship (5 page minimum)
- A **poster** that will be displayed at the SOPH internship poster session.
- **Student Evaluation Form**
- Request that your site supervisors complete the **Final Supervisor Evaluation**
- Any additional final product expected by the internship supervisor. |

## Additional details regarding the requirements of the internship can be found on the SOPH Field Placement website: [https://www.soph.uab.edu/fieldplacements](https://www.soph.uab.edu/fieldplacements)